



## TOWN OF BREWSTER, MA JOB DESCRIPTION

<b>Title:</b> Sea Camps Property Manager	<b>Classification:</b> Non-Union, Personnel Bylaw
<b>Department:</b> Maintenance	<b>Grade:</b> 7
<b>Reports to:</b> Property Maintenance Supervisor	<b>FLSA Status:</b> Non-Exempt
<b>Effective Date:</b> 11-17-21	

### Summary

Position is responsible for overseeing the security, maintenance, and repair of the buildings, grounds, and equipment of the former Sea Camps properties. Employee is required to perform all similar or related duties.

### Essential Functions

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

Ensures the overall safety, security, and working order of all physical properties.

Responds to calls for emergency repairs & alarms; ensures that proper repairs or replacements are made to broken equipment, buildings or mechanical systems to ensure safety and proper operating conditions.

Ensures for the regular scheduled inspections of mechanical systems, alarm systems, building inspections and replace or repair as needed.

Oversees the work of contractors in accordance with contractual agreements and in compliance with state laws and regulations with guidance from local inspectors and state procurement laws.

Makes minor repairs, performs minor/basic electrical, plumbing, carpentry and mechanical repairs that do not require license.

Procures and maintains inventory of parts and supplies for equipment, buildings, and pool maintenance, repairs and cleaning.

Maintains a preventative maintenance program for all equipment, buildings and pools.

Assist the department head in planning for long range equipment/facility replacement and/or improvement needs, determining specifications for new purchases, and in contracting out for major repairs.

Assists the department head in planning and preparing annual operating and capital expenditures budgets.

Performs all other duties as required.

### Supervision

*Supervision Scope:* Performs varied and responsible duties requiring considerable judgment in applying state laws and local regulations to frequently changing conditions and problems.



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*Supervision Received:* Employee works under the general supervision of the Maintenance Supervisor. The employee plans and carries out regular work in accordance with established operating practices, previous training, with substantial responsibility for determining actions with independence in organizing work activities and determining work methods.

*Supervision Given:* May supervisor the equivalent of up to two full time employees or volunteers.

### **Recommended Minimum Qualifications**

#### Education, Training and Experience

Associates Degree or a master level of trade knowledge and minimum 3 years of prior work experience in building maintenance trades such as plumbing, carpentry or building maintenance and repair work or an equivalent combination of education, training and experience.

#### *Special Requirements:*

Valid Driver's license.  
Certified Pool Operator  
OSHA 10, preferred

*Knowledge:* Thorough knowledge of techniques, materials and operating practices associated with building and grounds maintenance carpentry and construction work as well as related equipment and tools. Working knowledge of the State's procurement laws.

*Abilities:* Ability to plan and prioritize work and manage multiple tasks in a detailed and accurate manner; ability to use hand tools and operate cleaning or building maintenance equipment and to perform moderately strenuous manual skilled and non-skilled labor in a safe and efficient manner, Ability to read and comprehend written instructions or manufactures guidelines in order to perform work in a safe and effective manner. Ability to establish effective working relationships with contractors and sub-contractors as well as the public.

*Skills:* Proficient written and oral communication and customer service skills; effective analytical skills. Skill in diagnosing and repairing systems malfunctions. Skill in the use tools and equipment to perform duties.

### **Job Environment**

- Administrative work is performed under typical office conditions. The employee is exposed to intermittent machine or related noise or a combination of unpleasant elements such as odors, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease. Assignments may involve occasional work in confined or cramped quarters or the performance of work assignments around machinery and its moving parts. Required to work outside normal business hours in response to emergencies and important situations.
- Operates a computer, automobile, telephone, and standard office machines; utilizes a variety hand and power tools.
- Contacts are primarily with co-workers, contractors, state agencies and the public.
- Employee does not have regular access to confidential information of the department, in accordance with the state public records law.
- Errors may result in lower standards of service to the community, damage to property or equipment, endanger public safety and possible monetary loss or legal repercussions.

*Town of Brewster, MA*

*Sea Camps Property Manager - Maintenance*



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### **Physical Requirements**

*The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Light physical effort while performing office work. Frequent moderate physical effort when performing construction, carpentry and other building repair work. Major portion of day is spent in the field. Regularly required to walk, stand, sit, talk, and hear; use fingers to handle or feel, climb or balance; stoop kneel, crouch or crawl. Ability to view computer screens and objects. May move objects weighing up to 50 pounds, usually less. Must be able to communicate.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*

*Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer*